

**State of California – Health and Human Services Agency
CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
1700 K Street, Sacramento, California 95814-4037**



In Partnership with

**Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS**

**COMPREHENSIVE DRUG COURT IMPLEMENTATION ACT (CDCI)
2004–2005**

**REQUEST FOR APPLICATION
DEPENDENCY DRUG COURTS SUPPLEMENT**

Application Kit Contents

Application Instructions and Information
Application Cover Page
Application Narrative
Application Budget
Application Disclosure Statement

***Applications must be received by 5:00 PM on
November 1, 2004***

Mail or deliver completed applications to:

**CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
Office of Drug Court Programs
1700 K Street, 5th Floor, Sacramento, California 95814-4037**

This application kit is available via the Internet at
www.adp.ca.gov/DependencyDrugCourts.shtml.

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1 APPLICATION INSTRUCTIONS AND INFORMATION

1.1 Introduction

The Health and Safety Code (HSC) Section 11970.2 amended by Assembly Bill (AB) 2118 provides for additional funding for dependency drug courts (DDC) under the Comprehensive Drug Court Implementation (CDCI) program. The FY 2004-05 Budget Act authorizes \$1.8 million from federal funds provided to the California Department of Social Services (DSS) under the Promoting Safe and Stable Families (PSSF) program. The purpose of the budget augmentation and amendment to HSC Section 11970.2 (Chapter 2, Article 4, Statutes of 2004) is to fund the implementation, planning, or expansion of new or existing dependency drug court programs in selected counties. The Department of Alcohol and Drug Programs (ADP) will administer these funds in collaboration with the California Judicial Council with input from the DSS.

The intent of AB 2118 and this grant initiative is to provide monetary awards to dependency drug courts throughout California in an effort to reduce foster care and realize foster care savings. Applicants must use this application to demonstrate an ability to improve any of the following types of foster care outcomes in their county:

- Increase the number and percentage of family reunifications;
- Reduce the length of time to reunification;
- Reduce the length of time a child is in foster care;
- Decrease the number and percentage of multiple foster care placements; and / or
- Reduce the length of time to achieve permanency.

Counties interested in obtaining funding for drug court programs that handle cases involving neglected and/or abused children pursuant to Welfare and Institutions Code Section 300 will be selected through a competitive application process.

1.2 General Information

1.2.1 Eligibility

- Applicants must be 2003–2004 Comprehensive Drug Court Implementation (CDCI) program recipients;
- Funds are to be used for the implementation, planning, or expansion of new or existing dependency drug court programs; and
- Complete and submit the *Intent to Apply Form* to the address shown below. The Department must receive this form no later than October 18, 2004, 5:00 p.m.

CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
Office of Drug Court Programs
1700 K Street, 5th Floor, Sacramento, California 95814-4037
Attention CDCI Coordinator

1.2.2 Definition of Dependency Drug Court

Dependency drug courts focus on parents whose substance abuse contributes to child abuse and/or neglect resulting in involvement with juvenile court dependency proceedings under Welfare and Institutions Code sec. 300, et. seq.

1.2.3 Important Dates

- Application Due Date: November 1, 2004
- Applicant Approval Notification: November 17, 2004
- Multi-Agency Plan (MAP) Due: December 7, 2004
- Grant Funds Available: December 29, 2005

1.2.4 Submission

Please submit one signed original and three copies of your completed application to the Department of Alcohol and Drug Programs at the following address:

CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
Office of Drug Court Programs
1700 K Street, 5th Floor, Sacramento, California 95814-4037
Attention CDCI Coordinator

Because signatures are required on the Application Disclosure Statement, please submit your application in hard copy format only. Please write or stamp the signed application as “Original” and the copies as “Copy” in the upper right-hand corner of the Grant Application Cover Page.

Any questions regarding this application process should be addressed to Mary Skorka at the Department of Drug and Alcohol Programs. She can be reached by phone at (916) 323-7230 or by email at MSKORKA@adp.state.ca.us. Jose Gonzalez is also available to answer questions. He can be reached by phone at (916) 324-5908 or by email at jgonzalez@adp.state.ca.us.

1.2.5 Application Review

Applications will be awarded using a competitive grant process. Applicants must answer the narrative and budget portions of this application by describing aspects of their planned or existing dependency drug court. An application review team composed of representatives from the Administrative Office of the Courts (AOC), Department of Alcohol and Drug Program (ADP), and Department of Social Services (DSS) will review and evaluate the answers as a means of selecting and awarding applicants. The following criteria will be considered in addition to the Grant Application Narrative and Grant Budget Form responses:

Additional Review Criteria

- Applicant operates an existing dependency drug court that provides substance abuse treatment to parents of children who are dependents of the court;
- If not currently operating a dependency drug court, applicants demonstrate an ability to establish a court and begin serving participants within six months of receiving funds;
- A System Improvement Plan (SIP) for child welfare services pursuant to the DSS All-County Letter #04–05 has been approved by the County Board of Supervisors and includes a dependency drug courts; or other collaborative relationships between the alcohol and drug agency, the children’s services agency and the courts.
- Applicant has demonstrated a history of submitting CDCI financial and data reports in a timely fashion; and
- Applicant has demonstrated a history of spending allocated CDCI award funds within the project year without extending expenditure authorization.

1.2.6 Grant Award Amounts

Applications will be selected using a competitive review process, with the intent to either expand the number of dependency drug courts as widely as possible in California, or to support larger programs in fewer counties, depending on applications. The application review team will select applications and determine the dollar amount of each grant award. Grant award amounts will depend, in part, on the number of submitted applications. The approximate award range is \$60,000 to \$300,000 for each county. Applicants should consider the funding range and the scope of their proposal when determining their grant fund request. The review team will determine the number of proposals approved, size of grants, and total number of grants.

1.2.7 Use of Funds

Funds from this grant must be used for the implementation, planning, or expansion of new or existing dependency drug court programs in selected counties. Award funds must be used to supplement, not supplant existing funds. Non-treatment related expenditures must be reasonable and justifiable. Acceptable uses of funds include, but are not limited to, any of the following:

- Dependency drug court coordinator;
- Program treatment costs
- Program case management;
- Program training;
- Program drug testing;
- Program transportation; and
- Other costs related to the implementation of the dependency drug court program.

Supplanting current dependency drug court funds with this grant is prohibited.

2 APPLICATION INSTRUCTIONS

2.1 Application Components

Each completed application must be stapled together to include the following components, in the following order, to be considered complete:

- 1) Grant Application Cover Page
- 2) Grant Application Narrative
- 3) Grant Application Budget Form
- 4) Grant Application Disclosure Statement

2.2 Application Format

This application is designed to gather critical applicant information in a clear and concise format. Applicants will find this application to be both user-friendly and time-efficient. The application is provided in a *Microsoft Word* format, allowing applicants to complete it by electronic fill-in. Applicants are restricted to the space provided in answering some narrative questions. Applicants will find a maximum allowable number of words (**e.g., 350 or 250 word maximum**) indicated next to some questions. The spaces provided will expand as applicants answers each question, and stopping when the word maximum is reached. Please consider the word maximums when answering those questions. The space allotments will automatically lock once the word maximum for each question is reached. Applicants are responsible for considering word maximums.

Please contact Mary Skorka at the Department of Drug and Alcohol Programs if you experience difficulty with the application file. She can be reached by phone at (916) 323-7230. Jose Gonzalez is also available to answer questions. He can be reached by phone at (916) 324-5908 or by email at jgonzalez@adp.state.ca.us.

3 REQUEST FOR APPLICATION APPENDIX

A complete application includes the attached Grant Application Cover Page, Grant Application Narrative, Grant Application Budget Form, and Grant Application Disclosure Statement.

3.1 APPENDIX A – Grant Application Cover Page

Comprehensive Drug Court Implementation Program (CDCI) DEPENDENCY DRUG COURT SUPPLEMENT

Boxes 1-4 for internal use

1. Grant Program Name		2. Application Due Date	
3. Fiscal Year		4. Date Received	
5. Grantee Name:	6. Presiding Judge Name:	Presiding Judge, Juvenile Court Name:	
7. County AOD administrator contact, title, address, telephone number and e-mail:		8. Applicant contact name (court), title, address, telephone number and e-mail of lead court contact for <i>fiscal</i> information:	
9. Proposed use of grant: <input type="checkbox"/> ENHANCING EXISTING COURT <input type="checkbox"/> PLANNING A NEW COURT Date dependency drug court was established?		10. Proposal Summary (50 words or less):	
11. Does your county currently receive CDCI funding? <input type="checkbox"/> YES <input type="checkbox"/> NO		12. Does your county include dependency drug court in its System Improvement Plan (SIP)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
13. Proposed Project: (applicants planning new courts)		14. Estimated Funding:	
Start Date		Request:	
		Applicant Match:	
		Total Project Cost:	
15. Number of proposed court locations?		16. Court's participant capacity?	
		Current: Enhancement: Planned: (For existing court) (For Planning Grant)	
Policy Statement: Applicant county, if selected, will use award funds to plan or expand a new or existing dependency drug court program in accordance with the Comprehensive Drug Court Implementation (CDCI) Act of 2004 (California Health and Safety Code Section 11970.2). Selected counties also agree to adopt appropriate data collection and reporting requirements to measure program outcomes and cost-effectiveness, including the amount of foster care savings realized by selected county. In addition, all of the initial terms and conditions of the initial CDCI application and the Multi-Agency Plan (as amended) continue to apply. The Department of Alcohol and Drug Programs (ADP) will administer funds in collaboration with the California Judicial Council and with input from the California Department of Social Services (DSS).			

County Name: _____

3.2 APPENDIX B - Grant Application Narrative

Comprehensive Drug Court Implementation Program (CDCI) DEPENDENCY DRUG COURT SUPPLEMENT

This application is provided in a *Microsoft Word* format, allowing applicants to complete it by electronic fill-in. Applicants are restricted to the space provided in answering some narrative questions. Applicants will find a maximum allowable number of words (**e.g., 350 or 250 word maximum**) indicated next to some questions. The spaces provided will expand as applicants answer each question, and stop when the word maximum is reached. Please consider the word maximums when answering those questions. The space allotments will automatically lock once the word maximum for each question is reached. Applicants are responsible for considering word maximums.

3.2.1 Statement of Need (275 word maximum)

Please use local statistics to describe the need for dependency drug court in your community. Include the county's current length of time to reunify and to permanency. Please describe whether dependency drug court is included in your county's Child Welfare System Improvement Plan (SIP).

3.2.2 Program Overview (425 word maximum)

Briefly summarize the dependency drug court model for which you are requesting funds. Please provide a general timeline for completing major project tasks or phases of the project from the time of the award to the end of the grant period. Please be specific about the caseload size your court intends to handle. Also include assessment instruments to be used. (Examples include: a psychological or psycho-social assessment instrument, vocational or housing needs assessments or health forms.)

3.2.3 Goals and Objectives

List the goals and outcomes to be achieved with your proposal. Applicant goals and outcomes should be related to the foster care outcomes listed in the Grant Application Introduction (see section 1.1 Introduction). Please include a "Performance Indicator" that describes the method of measurement that will be used to gauge the attainment of each outcome.

Program Goal:	
Objective 1:	Performance Indicator:
Objective 2:	Performance Indicator:
Objective 3:	Performance Indicator:

3.2.4 Program Phases (350 word maximum)

Please describe the phases of your program. (Include testing and treatment frequency, supervision contacts, and progress reports.) Within what time frame, after entering the collaborative justice court program, will participants be assessed, placed in supervision, and placed in treatment? Within what time frame will a judge see participants after placement (progress review)? What is the minimum required time of participation of a client, from placement to completion? Also specify the minimum length of time clients must be in treatment in order to complete the program.

Minimum Required Program Length:

3.2.5 Case Coordination (350 word maximum)

Describe how case information within your dependency drug court will be coordinated. Describe program features that contribute to coordination between adult drug court, juvenile dependency court, and other innovative models such as unified family court, and child welfare services. If applicant is coordinating with one of these existing court models, indicate the number of treatment slots being dedicated to dependency drug court. Please describe the steering committee or governance team overseeing this proposal.

3.2.6 Supportive Services

Please list the services that are provided through your dependency drug court.

<input type="checkbox"/> Residential Treatment <input type="checkbox"/> Residential Detoxification <input type="checkbox"/> Non-residential day care <input type="checkbox"/> Non-residential outpatient drug free <input type="checkbox"/> Narcotic replacement therapy <input type="checkbox"/> Other _____	<input type="checkbox"/> Acupuncture <input type="checkbox"/> Child Care <input type="checkbox"/> Participant transportation <input type="checkbox"/> Drug Testing <input type="checkbox"/> Clothing Stipend <input type="checkbox"/> Housing Stipend <input type="checkbox"/> Job Placement <input type="checkbox"/> Vocational Counseling <input type="checkbox"/> Other _____
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How will referrals be made?

3.2.7 Incentives and Sanctions (200 word maximum)

Please describe any incentives to be given upon successful completion of the program, consequences of drug usage while in the program and/or failure to participate in the substance abuse treatment program. What will be the consequences of failure to participate in other aspects of the program? Who monitors progress? Who is responsible for reporting supervision contacts?

3.2.8 Components & Practices of Dependency Drug Court (350 word maximum)

Please describe how your proposal relates to your county's System Improvement Plan (SIP), Title IV-E requirements, and your plans to comply with the 10 Key Components of Drug Courts.

3.2.9 Cultural Competency (150 word maximum)

Effective dependency drug courts emphasize a team and individual commitment to cultural competency. Awareness of and responsiveness to diversity and cultural issues help ensure an attitude of respect within the court setting. Describe the means by which you will implement an individual and team commitment to cultural competency within your dependency drug court.

3.2.10 Program Reporting and Evaluation (350 word maximum)

The terms of this grant initiative require that grantees demonstrate their ability to use a dependency drug court to reduce the cost of foster care in their county (see 1.1 Introduction, page 2, second paragraph for foster care outcomes). Please describe your court's plan to track county information relating to foster care outcomes. Please identify planned data sources (i.e., CWS/CMS; CADDS) where possible. Outcome measures like family reunifications, time to permanency, and drug free births should be included in your discussion. Also include details regarding county partnerships that will be forged with other county agencies in order to complete these reporting requirements, including evidence of endorsement by county child protective services agency, superior court, and local AOD administrator.

3.2.11 Budget Narrative (no word count)

Please provide a detailed account of the expenditures for which you are requesting these grant funds. This section can be completed with the same formatting that applicants used for the 2003–2004 CDCI County Mult-Agency Plan Budget Narrative. Expenditure totals provided on both the Budget Narrative and the Grant Budget Form must match.

Treatment Expenditures:

Court / Administrative Expenditures:

3.3 APPENDIX C - Grant Application Budget Form
Comprehensive Drug Court Implementation Program (CDCI) DEPENDENCY DRUG COURT SUPPLEMENT

(Please Complete the Excel Budget Form Included as a Separate File)

3.4 APPENDIX D - Grant Application Disclosure Statement
Comprehensive Drug Court Implementation Program (CDCI)
DEPENDENCY DRUG COURT SUPPLEMENT

I hereby certify that all information provided in this application is accurate and has been provided in a good faith effort to uphold the intent of this grant initiative. I have read and understand the policy statement contained on the Grant Application Cover Page (page 6) and all other information contained within the contents of the application instructions.

Application Jointly Submitted by:

County Alcohol and Drug Program Administrator

Presiding Judge, Superior Court

Signature

Date

Signature

Date

Presiding Judge, Juvenile Court

Signature

Date

I hereby certify that the County Department of Child Welfare Services agrees to coordinate with this grant application as proposed and in accordance with the policy statement on the Grant Application Cover Page (page 6).

County Child Welfare Services Administrator

Signature

Date